

27 February 2024

Regional Conference 2024 and Directors' Forum expenses and fees

This year, the Directors' Forum is taking place back-to-back with the Regional Conference. This is why we want to give some information about the expected participation fees and the expenses we cover for each event.

The Regional Conference will take place from 6-7 May 2024 and the Directors' Forum from 7-8 May 2024, both in the President Brussels Hotel in Belgium.

A participation fee is requested to help cover the costs of these events.

Regional Conference 6-7 May

Travels to/from the Regional Conference (arrival on 6 or 7 May) are at the charge of the participant.

Caritas Europa pre-reserves your room (based on your registration) in the President Brussels Hotel. However, we do not cover your **accommodation** costs and will send you an invoice after the event. The cost of a room per night with breakfast and tax included is € 145,00.

Caritas Europa covers the **meals** of registered participants during the Regional Conference as indicated in the programme.

A **participation fee** of € 200,00 per person will be invoiced for the Regional Conference.

Directors' Forum 7-8 May

Caritas Europa can reimburse **travels** of invited participants to/from the Directors' Forum, with a maximum of one person per member organisation, if arriving on 7-8 May. Some flexibility is allowed depending on flight connections. In such a case, please request for prior agreement from Caritas Europa before booking your travels (Marc Somers msomers@caritas.eu). Please note that [CARES and CETS rules](#) apply.

Caritas Europa pre-reserves your room (based on your registration) in the President Brussels Hotel and covers the **accommodation** costs for maximum one person per member organisation for 7-8 May. The accommodation costs for additional participants will be invoiced after the event. The cost of a room per night with breakfast and tax included is € 145,00.

Caritas Europa covers the **meals** of registered participants during the Directors' Forum as indicated in the programme.

A **participation fee** of € 150,00 per person will be invoiced for those attending the Directors' Forum only. In case the participant attends both events (Directors' Forum and Regional Conference), only the costs of the Regional Conference (€ 200,00) will be invoiced.

For questions on fees and expenses, please contact Marc Somers msomers@caritas.eu.